

MANAGEMENT PLAN – SHORT TERM RENTAL ACCOMMODATION

All development applications for Short Term Rental Accommodation must include a Management Plan.

This Management Plan template provides important information that must be provided to demonstrate the use of any premises for Short Term Rental Accommodation purposes protects and maintains amenity and safety for guests as well as immediately adjoining and other nearby neighbours.

If development approval is granted the premises must operate in accordance with this Management Plan and any additional supporting information provided (e.g. a Code of Conduct for Guests).

Property Address:			
Lot Number:			
Address:			
Host / Managers / Emergency Contacts Details:			
Name:			
Address:			
Phone:			
Email:			
Provide details of after-hours and emergency procedures:			
Signature/s:			
Property Owner Details:			
Owner name:			
Address:			
Phone:			
Email:			
Signature/s:			
Accommodation Details:			
Maximum number of guests:		Maximum number of visitors:	
Minimum night stay requirements:		Will a host be present on site?	

Guest arrival time:		Guest departure time:	
Provide details of what portions of the dwelling will be available for and used by guests:			
Provide details of check in and check out procedures:			
Advertising and Guest Screening:			
Provide details of where the accommodation will be advertised:			
Provide details on how the host intends to screen prospective guests:			
Noise and Amenity:			
Provide details on what measures will be in place to minimise any potential noise impacts on neighbouring properties:			
Provide details of what measures will be in place for minimising the impact of antisocial activity on neighbouring properties:			
Provide details on how guests will be notified of their responsibilities and obligations (e.g. Code of Conduct): Note: If a Code of Conduct is proposed please provide a copy with this Management Plan.			
Complaints Handling Procedures:			
Contact details for complaints:			
Provide details on how complaints will be handled:			

Expected response times to complaints:	
Please provide any process for notification or eviction of guests:	
Car Parking:	
Provide details of off-street parking for guests, visitors and maintenance personnel (if available):	
Provide details of any on-street parking requirements/restrictions for guests, visitors and visitors and maintenance personnel:	
How will guests and maintenance personnel be notified of this information:	
Maintenance:	
What arrangements will be made to maintain the property on a regular basis:	
When will cleaning of the property be undertaken and how long will cleaners be on-site:	
Waste Disposal:	
How will all rubbish and recycled goods be disposed of and how frequently:	
Do you require any additional bins and if so what type and how many:	
Advertising Signage:	
Will any advertising signage be installed on the property and where:	
What are the dimensions of the proposed advertising signage:	

Will the proposed advertising signage be illuminated:	
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